

# Uniform Business Office Newsletter

*Helping frontline users perform their day-to-day jobs*

Volume 5, Issue 1  
Oct-Dec 2006

## IN THIS ISSUE

1. **UBO/UBU Conference is Coming!!!**
  2. **New UBO Manual is Official**
  3. **New DD Form 2569**
    - Do Patients Understand the Risk If They Give False Information on the DD 2569?
    - Discovering OHI
  4. **Revised CMS 1500 and UB-04 Claim Forms – Just Around the Corner**
  5. **SIT/OHI – A Special Thanks**
  6. **SIT/OHI User Teleconferences**
  7. **New 2007 CPT Codes**
  8. **VA/DoD Sharing Agreement Inpatient Billing Guidance Signed**
  9. **Advise Pay Patients of MTF Pharmacy Cost Before Filling Prescriptions**
  10. **HIPAA Taxonomy Codes/Provider Specialty Codes**
  11. **Ban on Subsistence for Active Duty Extended**
  12. **Possible Problems with DME Rate File Narratives**
  13. **What Is IMET?**
  14. **99199 – APV Institutional Fee – Why So Much Work?**
  15. **PATCAT Codes – CHCS Operational Release of FY 2007 Table**
  16. **PATCAT Code Web-Based Training Coming Soon**
  17. **Teleconference Training**
- Abbreviations and Acronyms in This Newsletter**

**IMPORTANT NOTICE:** Due to Privacy concerns, all personal identifiers, such as names and personal e-mail addresses, have been removed from this newsletter. We apologize for this inconvenience. If you have questions about an article, please do not hesitate to contact the UBO Help Desk (UBO.helpdesk@altarum.org/703-575-5385)

## 1. UBO/UBU Conference Is COMING!!!

Attend this year's UBO/UBU Annual Conference, 19-23 March 2007, at the National Conference Center, and get "The Whole Can of Worms" for coding and billing. This year, in addition to many new topics and sessions, we are repeating some of the more popular sessions from previous years for those who are new to the field or are first-time attendees. Our goal is to have fun while learning.



Mark your calendars for the  
2007 UBO/UBU Conference  
National Conference Center  
Landsdowne, VA

As with previous years, there will be seven tracks:

- two tracks focusing on reimbursement;
- one track dedicated to MSA;
- two tracks for coding and data quality; and
- two expanded tracks for hands-on system training (TPOCS and CCE).

This year, TPOCS classes will run from Sunday through Thursday and CCE classes will run from Monday through Thursday. The MSA beginner classes will be held on Monday; advanced sessions will be held on Friday.



Contact your Service representative to [register](#) for the conference and for any hands-on training you wish to attend (see last page for contacts).

Remember: Space is limited in hands-on training sessions. Also remember that you must register separately with the National Conference Center.

## Changes – Changes – Changes

As 2007 approaches, changes are afoot – some have already occurred; others will occur fairly soon. This issue summarizes many of those changes.

### 2. New UBO Manual Is Official

After almost 10 years, the UBO Manual was updated and posted on the DoD Publications Web site. It can be downloaded from the UBO [Web Site](#).

In general, the Manual was overhauled to reflect changes in health policy over the past decade. For example, there is now a chapter focusing solely on billing compliance. This material is modeled after the compliance guidance issued by the Department of Health and Human Services Office of Inspector General. The Appendix has been greatly expanded to provide samples of all applicable billing forms; there is even a sample PATCAT.

[Teleconferences](#), which summarized the new manual, were held earlier this month. The manual will also be discussed at the UBO/UBU Annual Conference in March.

### 3. New DD Form 2569 Coming

The current DD Form 2569, Third Party Collection Program – Record of Other Health Insurance, **expires 31 December 2006**. A new form is in the final stages of approval by the Office of Management and Budget (OMB), which is part of the Executive Branch (i.e., the White House). It will be posted on the [UBO Web Site](#) as soon as it is final. Until it is released, use the current form. [Teleconferences](#) held in mid-December explained some of the changes and compared the proposed new form to the expiring form.

*Continue to use the current DD Form 2569 form in 2007 until the new version is released!*

**Remember:**  
*Every patient (other than Active Duty members) must have a DD Form 2569 on file.*

Once the new form is in effect, patients will not have to fill a new one out each year as long as their information hasn't changed. They just have to verify and sign the back of the form stating that there were no changes. As decided by the Data Quality Management Committee, the form can also be stored electronically.

### ***Do Patients Understand the Risk If They Give False Information on the DD Form 2569?***

The *Army Times* granted the UBO permission to post an article explaining that it is illegal to knowingly lie when completing the form. The penalty can be as high as \$250,000 and a stint in prison!!!! The article is available as a poster that can be displayed in January 2007 only. Contact your Service Manager for additional information. Special thanks to the *Army Times* and to the author for their cooperation as we seek to increase third-party collections.

### ***Discovering OHI***

DoD has joined the Department of Veterans Affairs (DVA) to identify other health insurance (OHI) held by VA beneficiaries by using an outside contractor. The contractor receives \$14.50 for each beneficiary found to have OHI and for which a claim is billable.

TMA is testing the process in North Carolina and Georgia. Military treatment facilities (MTFs) in these states can use the contractor to search for MHS patients who have OHI. MTFs (bedded facilities only) that wish to use this contractor must cover the cost (\$14.50) when OHI is found. The MTF would also need to have data use agreements in place with the contractor.

#### 4. Revised CMS 1500 and UB-04 Claim Forms – Just Around the Corner

TPOCS is testing NPI with CITPO this month. A user guide is under development to help billers complete the new forms.

*Special **thanks** to the UBO Service Managers and billing staff for their guidance as we prepare to use the new forms.*

**Remember:**

**HURRY!**  
Contact your MTF  
UBO Manager  
**now** to order the  
new billing forms.

- The revised CMS 1500 is **effective 1 January 2007** and **mandated** for use by **2 April 2007**. Between January and April, either the current or revised form may be used.
- The UB-04 is **effective 1 March 2007** and **mandated** for use beginning **23 May 2007**. Between March and May, either the UB-92 or the UB-04 may be used.

#### 5. SIT/OHI – A Special Thanks

“Tis the season” ... to give thanks. The folks responsible for the completion of the Standard Insurance Table/Other Health Insurance (SIT/OHI) conversion deserve special thanks:

- To the entire e-mail distribution list (you know who you are) who participated in the weekly “planning and ‘trouble shooting’” conference calls.
- To MTF staff members who have cleaned up the data and continue to make this system work – KEEP IT UP!!

Finally, a special thanks to the business officer manager at Bremerton. She kept the team in the “real world” with her on-the-job guidance and feedback as the conversion moved along. Thank you – we couldn’t have done it without you!

#### 6. SIT/OHI User Conference Calls – You Asked for It; We Listened

In response to an excellent suggestion, your SIT/OHI Verification Point of Contact (VPOC) will host monthly conference calls. These calls will provide a forum to discuss SIT/OHI issues and concerns and to share solutions.

The first three calls will be held:

- |                                |                       |
|--------------------------------|-----------------------|
| • Tuesday, January 23, 2007    | 0800 EST and 1400 EST |
| • Wednesday, February 21, 2007 | 0800 EST and 1400 EST |
| • Tuesday, March 27, 2007      | 0800 EST and 1400 EST |

Dial-in numbers for **ALL** calls: 866-866-2244 (Participant code: 6087779#)

These conference calls are *not* mandatory. They are being held for your benefit. Bring your questions; they will be the focus of the agenda. There will not be any slides. Check the [UBO Web Site](#) for notes from these calls and for the schedule of future calls.

If you plan to participate in these conference calls, please send an e-mail to [VPOChelpdesk@altarum.org](mailto:VPOChelpdesk@altarum.org) (your UBO Service Manager). While this is not necessary, it will help us disseminate additional information in the future.

## 7. New 2007 CPT Codes – Where Are the Rates? When Are They Coming?

Every year around this time, new CPT codes are released, and every year the MTF business offices ask, “Where are the new rates?” The short answer is that rates for new codes will be released when TMA UBO releases its updated outpatient rates, typically in late spring. Until then, a new code will not have a rate attached and the service or procedure cannot be billed.

Rate packages take time to develop and then to test. We use CHAMPUS Maximum Allowable Charges (CMAC) rates, developed by TRICARE West, to establish MHS prices. These are generally not finalized until February each year. We also use MEPRS data for ambulance, anesthesia, immunization, international military education and training/interagency rates (IMET/IAR), and the pharmacy-dispensing fee. Again, these data are not finalized until after the first quarter of a calendar year.

**But that’s not all...** TPOCS and CHCS must also test the packages. This takes around 10 to 12 weeks.

**Wait, there’s more...** Dr. Winkenwerder must approve the rates and corresponding policy letter. All of this must take place before the rates can become effective and posted on the UBO and DoD Comptroller’s Web sites.

## 8. VA/DoD Sharing Agreement Inpatient Billing Guidance Signed

The DoD and Department of Veterans Affairs agreed on Inpatient Billing [Guidance](#) for facilities participating in VA/DoD Resource Sharing Agreements. [Teleconferences](#) were held to help MTF staff prepare for implementation of this guidance. Training materials are posted on the [UBO Web Site](#).

A Fiscal Year 2007 Modified TRICARE DRG Payment Calculator is being developed to help MTF staff calculate the amount to be billed for hospital care provided under VA/DoD Health Care Resource Sharing Agreements. The calculator and implementation guidance for the new billing approach will be posted to the UBO Web site in the near future.

## 9. Advise Pay Patients of MTF Pharmacy Cost Before Filling Prescription

A new pharmacy pricing structure that became effective June 2006 increases the cost of drugs. This is because the UBO implemented a new pricing structure that is based on reasonable cost, as mandated by federal law. In the past, rates were computed at the lowest cost possible. While the new pricing structure does not affect DoD beneficiaries, pay patients will experience the pricing increase. Pay patients may be able to obtain lower prices for pharmacy supplies from commercial pharmacies. UBOs can assist pay patients by giving them MTF drug cost information before their prescription is filled so that they can comparison shop.

## 10. HIPAA Taxonomy Codes/Provider Specialty Codes

Institutional HIPAA taxonomy codes will be released in the spring. If an individual does not qualify for any other Provider Specialty Code, enter that person as a **technician** since everyone qualifies for that provider specialty code.

**11. Ban Extended on Subsistence Charges for Active Duty Wounded**

MTFs still cannot bill Active Duty members for their meals during any portion of a month in which they are receiving outpatient treatment for wounds received while they were deployed. This latest extension for an additional year was included in the 2007 National Defense Authorization Act. During this year, DoD must report to Congress about how the prohibition is being implemented along with a recommendation on whether the prohibition should be made permanent.

**12. Possible Problems with DME Rate File Narratives**

UBO site managers should check the narratives on bills for durable medical equipment (DME) and update the narrative as necessary before the bill is submitted to a commercial insurer. It appears that while the DME rates and revenue and HCPCS codes are correct, in some instances the narratives do not match the code. We will continue to investigate this issue. In the meantime, checking and updating the narratives is the best way to avoid denials. The procedure codes for the DME in question usually start with an "E" (e.g., Exxxx).

**13. What Is IMET?**

We have a billing rate for International Military Education and Training (IMET), but what is IMET? It is a "low cost, key funding component of U.S. security assistance that provides training on a grant basis to students from allied and friendly nations." The State Department funds IMET, but DoD implements the training.

An international student may only receive healthcare services from an MTF if the training installation has an MTF. In these cases, billing for healthcare under IMET is a MSA function. The MSA officer must obtain a copy of the invitational order. There is an applicable PATCAT with a corresponding rate. The claim is routed through the State Department to be billed to the country the IMET student is representing.

**14. 99199 – APV Institutional Fee – Why So Much Work?**

We know that billing for an Ambulatory Patient Visit (APV) is a lot of work. On top of generating the claim, you need to make sure the insurance company understands your intended use of the 99199 Current Procedural Terminology (CPT) code, and then try to collect payment. You may not know why it is so difficult.

DoD began using CPT code 99199 in October 2004 as a flat rate for outpatient surgical procedures, now known as APVs. This is a standard overhead amount that includes such items as nursing, technician services, and use of the facility. It does not include such items as physician fees or laboratory, radiology, or diagnostic procedures. Confusion sets in because the nomenclature for the code states, "Professional Fees General." Moreover, the Revenue Code is 960 (Professional Fees). The TMA UBO Program Office asked the UBU in 2005 to change the nomenclature in CHCS so it would appear correctly on the bill. The UBU did not vote in favor of this recommendation. Therefore, until the UBU reconsiders its position, or until a new patient billing system is implemented, billing for the institutional component of the APV will remain arduous.

UBO staff are encouraged to report APV issues to either the MHS Helpdesk to create a trouble ticket or the [UBO Helpdesk](#), directly.



**15. Patient Category (PATCAT) Codes — CHCS Operational Release of FY2007 PATCAT Table – 4 December 2006**

The FY2007 version of the Patient Category Code table was released to support CHCS operations on 4 December 2006. The CHCS Release information is MHS\_CITPO\_1083, CCB-267, PTTFN 1.868. This operational release followed coordination and approval of the proposed changes by the UBO Advisory Work Group (AWG) and the Unified Biostatistical Utility (UBU), as well as successful testing by the CHCS software management team. The specific changes implemented by this update are shown in the table.

PATCAT Code	Changes Incorporated
A27, F27, M27, or N27 (Former Member – Maternity Care)	Change billable rate from 'NC' to 'FMR'
K53Z (NAF CONUS)	Change Pay Mode to 'DD77/DD7A' Change billing to 'Agency' rather than 'Individual'
K61-1 (VA Beneficiary) and K61-2 (DOD/VA Sharing Agreement)	Reinstate the Pay Mode = 'DD7/DD7A'
K91, Sub 2 (Civilian – Disaster – FEMA)	Change billable rates to 'FLEX/FLXO' rather than 'IAR/IOR'

**16. Patient Category (PATCAT) Code Web-Based Training COMING SOON!**

A Web-based training course to help MTF staff correctly designate the appropriate Patient Category (PATCAT) is in the final stages of development. Look for its release by February 2007.

**17. Teleconference Training**

Celebrate the holiday season with the UBO Program Manager, who writes “if you are looking for a time to sleep and not miss anything, dial in to the 2007 CPT/HCPCS Update for the MHS.” These teleconferences will be held 27 and 28 December 2006, and 3 January 2007. Check the UBO [Web Site](#) for further details.

Copies of presentations and associated handouts for the following teleconferences are available on the [Learning Center](#) page of the UBO Web Site.

- TPC Metrics Reporting Introduction
- Provider Specialty Code Table Update
- August 2006 Rate Update
- 2007 ICD-9-CM Updates
- VA/DoD Health Care Resource Sharing Agreements – New Inpatient Billing Guidance and Tools to Support Billing
- UBO Update – The New DD Form 2569 and the New UBO Manual

Watch for training in 2007 on the following topics:


- Data Elements for the New UB-04 and CMS 1500 Forms
- PATCAT Training Through TMA University

## Abbreviations/Acronyms in This Newsletter

<b>APV</b>	Ambulatory Patient Visit
<b>AWG</b>	Advisory Work Group
<b>CCE</b>	Coding Compliance Editor
<b>CHAMPUS</b>	Civilian Health And Medical Program Of The Uniformed Services
<b>CHCS</b>	Composite Health Care System
<b>CITPO</b>	Clinical Information Technology Program Office
<b>CM</b>	Clinical Modification, ICD-9
<b>CMAC</b>	CHAMPUS Maximum Allowable Charge
<b>CMS</b>	Centers For Medicare And Medicaid Services
<b>CPT</b>	Current Procedural Terminology
<b>DME</b>	Durable Medical Equipment
<b>DoD</b>	Department Of Defense
<b>DRG</b>	Diagnosis Related Group
<b>DVA</b>	Department Of Veterans Affairs
<b>FY</b>	Fiscal Year (October 1 – September 30)
<b>HCPCS</b>	Healthcare Common Procedure Coding System
<b>HIPAA</b>	Health Insurance Portability And Accountability Act Of 1996
<b>IAR</b>	Interagency Rates
<b>ICD</b>	International Classification Of Diseases
<b>IMET</b>	International Military Education And Training
<b>MEPRS</b>	Medical Expense And Performance Reporting System
<b>MHS</b>	Military Health System
<b>MTF</b>	Military Treatment Facility
<b>OHI</b>	Other Health Insurance
<b>OMB</b>	Office Of Management And Budget
<b>PATCAT</b>	Patient Category
<b>POC</b>	Point Of Contact
<b>SIT</b>	Standard Insurance Table
<b>TMA</b>	TRICARE Management Activity
<b>TPC</b>	Third Party Collections
<b>TPOCS</b>	Third Party Outpatient Collection System
<b>UB-04</b>	Uniform Billing Form 2004
<b>UBO</b>	Uniform Business Office
<b>UBU</b>	Unified Biostatistical Utility

**UBO Reference Portals**

**Uniform Business Office (UBO):** <http://tricare.osd.mil/rm/index.cfm?pagelid=10>  
**Unified Biostatistical Utility (UBU):** <http://www.tricare.osd.mil/org/pae/ubu/default.htm>  
**MHS Helpdesk:** <http://www.MHS-helpdesk.com>  
**Third Party Outpatient Collection System (TPOCS):** <http://www.tpocshelpdesk.com>  
**CHCS Implementation Alerts and OIB:** <https://fieldservices.saic.com>  
**UBO Questions (This is an e-mail address):** [ubo.helpdesk@altarum.org](mailto:ubo.helpdesk@altarum.org)  
**UBO Support Additional Web Site:** <https://my.altarum.org/sites/ubo/default.aspx>


 Print, clip, and save

**UBO/UBU Conference  
March 2007  
Track Schedule at a Glance**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22	23
Orientation & Tour	UBO/UBU Registration	Track 1 – Basic UBU			
		Track 1 – Advanced UBU			
		Track 3 – Basic UBO			
		Track 4 – Advanced UBO			
	Track 4 – MSA				
TPOCS					
	CCE				

Contact your Service Representative now to get a registration number, and then [register online](#).